

STEVE SISOLAK
GOVERNOR



STATE OF NEVADA
OFFICE OF GOVERNOR STEVE SISOLAK
One Hundred One North Carson Street
Carson City, Nevada 89701

NON-CLASSIFIED POSITION ANNOUNCEMENT

Position Title: Press Assistant

Position Status: Full-time

Salary: \$60,000

Location: Carson City or Las Vegas

Position Summary/Scope of Work: The Office of the Governor is seeking qualified applicants for the position of Press Assistant. This is a non-classified, at-will, full-time exempt position within the State of Nevada. This position reports to the Communications Director in the Office of the Governor. The duties of this position will include:

- Assist the Communications Director with overarching communications strategy, execution
- Write, edit, and review all written communications for the Governor and First Lady
- Coordinate content for Governor's Weekly Newsletter
- Manage social media accounts
- Attend and provide staffing support at events with the Governor
- Record and edit video messages from the Governor
- Coordinate messaging with public information officers at State agencies
- Occasional night and weekend work will be required
- Other job duties as assigned

Minimum Education & Licenses Required: Four-year degree from an accredited institution in journalism, communications or writing

Preferred Experience: Minimum of two (2) years of experience in a communications role.

Skills Required:

- Type at least 45wpm
- Bi-lingual in Spanish preferred
- Ability to maintain discretion and confidential information
- Exceptional verbal and written communication skills
- Professional attitude

Note: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, resume and a list of professional references to: Meghin Delaney – madelaney@gov.nv.gov

Applications will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.